

**REQUEST FOR QUALIFICATIONS**

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)  
WEB UPDATE AND ENHANCEMENT PROJECT**

**October 2000**

## CONTENTS

<b><u>Section</u></b>	<b><u>Page</u></b>
PUBLIC NOTICE	ii
SCOPE OF PROJECT	1
STATEMENT OF QUALIFICATIONS REQUIREMENTS	10
STATEMENT OF QUALIFICATIONS EVALUATION PROCESS	13
ADMINISTRATIVE REQUIREMENTS	14
APPENDIX A - ARIZONA ADMINISTRATIVE CODE	16

## **PUBLIC NOTICE**

### **REQUEST FOR QUALIFICATIONS WEB UPDATE AND ENHANCEMENT PROJECT**

#### **MARICOPA ASSOCIATION OF GOVERNMENTS**

The Maricopa Association of Governments (MAG) is requesting a Statement of Qualifications from interested parties to contract with MAG for the provision of services associated with the update and enhancement of its Website. The estimated time frame for the project is 12 months.

Detailed project requirements may be obtained by contacting the MAG Office at the address indicated below or by visiting the MAG Website at [www.mag.maricopa.gov/Newpages/rfp.htm](http://www.mag.maricopa.gov/Newpages/rfp.htm). For further information, please contact Gordon Tyus at (602) 254-6300 or email to [gtus@mag.maricopa.gov](mailto:gtus@mag.maricopa.gov).

Proposals will be accepted until 12:00 noon (Mountain Standard Time) on Thursday, November 16, 2000, at MAG, 302 North 1<sup>st</sup> Avenue, Suite 300, Phoenix, Arizona 85003.

## **SCOPE OF PROJECT**

### **BACKGROUND**

The Maricopa Association of Governments (MAG) is a Council of Governments that serves as the regional agency for the metropolitan Phoenix area. It is comprised of 24 cities and towns, two Indian Communities and Maricopa County. The Arizona Department of Transportation and the Citizens Transportation Oversight Committee also sit on the Regional Council. MAG provides a regional forum for analysis, discussion and resolution of issues in such areas as transportation, air quality, environment, regional development and social services.

The MAG web site began in a limited form in 1996 by posting a few pages about the organization and its mission. In 1997 the site was completely reorganized with a new design and updated information. Since then the site has continued to grow, and includes not only general information about MAG, but also information, minutes and agendas of MAG committees, and a calendar of events and meeting times. Ongoing additions include frequent news releases, monthly Regional Council Activity Reports, employment listings, request for proposal postings, information about member agencies (cities and towns) and on-line electronic publications and presentations.

Recent changes included interactive techniques such as rollover buttons, and drop down menus, as well as the ability to view the site in a no-frames mode.

The web site currently is produced entirely in-house by MAG staff. The software currently used includes Adobe PageMill 3, Photoshop, and Acrobat. Many of the files on the web site (most notably agendas, minutes, and planning documents) are saved in Adobe PDF format. The site itself is currently hosted off-site by Maricopa County on their web server.

In addition, an interactive mapping tool has recently been added that serves some of MAG's Geographic Information System (GIS) data. The interactive mapping site was conceptually designed by MAG, but was created and is currently hosted by Environmental Systems Research Institute (ESRI). The site was built using ESRI's ArcIMS software. In the near future, MAG will be purchasing ArcIMS with the intent of expanding the interactive mapping site and hosting it in-house.

Since the site began it has continued to grow, and concerns have been raised about the ability to easily navigate and search for information on the site. Requests are frequently made to use the site for additional purposes. These include hosting community forums, providing user feedback and questionnaires, on-line mapping, and electronic file and document distribution. MAG staff would also like easier updating of information, meeting times and schedules.

Currently the site is updated manually. In addition to the monthly calendar and meeting time updates, on-going updates include press releases, linking agendas and minutes, posting of on-line documents, updating employment postings, requests for proposals, monthly Regional Council activity reports, and the quarterly newsletter.

## GOALS AND OBJECTIVES

The overall goal of this project is to create an enhanced web site in order to provide input and solicit public and local agency involvement in the Maricopa Association of Governments (MAG) planning process, to facilitate an awareness of MAG's mission, and to provide organizations and the community with quality information about the MAG region.

Other project objectives are to:

1. Provide the ability to host web sites for member agencies.
2. Fully document the system and train selected MAG staff on enhancements in order to ensure maintenance and updates may be done internally and to provide web hosting services for some of our smaller member agencies.
3. Enhance and expand the interactive mapping portion of the MAG web site.

It is anticipated that the majority of the time and resources allocated for this project will be used in TASK 5, the actual implementation and updating of the MAG Web Site.

## ADMINISTRATION OF THE PROJECT

The administrative management of the project will be performed by MAG. The MAG Project Manager will provide guidance to the CONTRACTOR and evaluate the deliverables. Monthly progress reports will be submitted to the MAG Project Manager. It is anticipated that this project will be completed within the time contracted with the MAG CONTRACTOR.

## TASKS

The purpose of this section is to outline the major tasks that MAG desires the CONTRACTOR to carry out in order to produce the required services and deliverables. Six tasks have been developed to carry out the objectives discussed above. The CONTRACTOR is encouraged to be creative in developing a sound analytical approach which achieves the goals for this project. The CONTRACTOR is urged to be as specific as possible when describing the activities that will be performed to support each task. The CONTRACTOR is also urged to make maximum use of matrices, tables and drawings in working papers produced for this project to insure conciseness and clarity and to minimize the amount of text required. In preparing a proposal for consideration by MAG the CONTRACTOR is encouraged to be innovative in responding to tasks and/or providing additional tasks.

### TASK 1: REVIEW MAG WEB SITE

*The CONTRACTOR will:*

- Provide general overall impressions of the site, including its strengths and weaknesses
- Determine audience(s) of the site and the effectiveness in reaching them. Who is the audience for the site based on CONTRACTOR analysis and why? What features would be useful and/or focal points of use or interest to the public? How should the web site be used to promote the organization and its mission?
- Evaluate the use of the web site as an internal communications tool.
- Interview and work with MAG staff to determine their expectations for the site, possible uses, and its current effectiveness.
- Acquaint MAG staff with state-of-the-art website capabilities (software, hardware and techniques) that may be available.

- Document and understand the implications of making the site accessible under the Americans with Disabilities Act, and other federal regulations.
- Consider how the ability to incorporate new features is impacted by currently having the web site hosted off-site by another organization, but with plans to host the website on-site in the future.
- Provide feedback on any other aspects of the site that CONTRACTOR's experience indicates are important.
- Provide a Site Review Document detailing the results of these efforts.
- Provide feedback on the site design and organization.

## **TASK 2: ASSESS NEEDS OF MAG WEB SITE**

*The CONTRACTOR will:*

- Provide a general needs assessment based on the review completed in TASK 1.
- Provide a Needs Assessment Report detailing the results of these efforts.

*In particular the CONTRACTOR will consider:*

- How to incorporate a search engine for the local website that includes keyword search. Evaluating what search engines are available and their advantages and disadvantages including the ability to find keywords within Adobe Acrobat PDF files.
- An assessment of methods of making the homepage more interactive and keeping it up-to-date with new information and/or the ability to find/search other parts of the site quickly.
- Adding the ability to accept credit card, check and purchase order orders for MAG publications and data.
- An investigation of the viability of incorporating data-driven web design. With web sites becoming more closely tied and driven by data, what options are available for using and incorporating databases on the web site? What are the necessary server requirements, applications, and programming? What client-side design tools are available?
- Ways to enable the completion and compilation of on-line surveys and forms.
- The ability to create and use moderated forums to provide community dialog on issues. Determining which applications are available, and how can they be set up to be administered on-site.
- Methods of posting meeting schedules and calendars on the web site automatically, by generating schedules and calendars from existing scheduling programs and/or using the web as an interactive scheduling system.
- Methods to promote awareness, links, and use of the MAG web site. Include search engine submissions, web-based links and notices, and external marketing.
- Installing and using A MAG web server on-site.
- The costs and benefits of the identified improvements.
- Federal regulations and accessibility requirements, and security issues.
- Feasibility and necessity of adding MAG map and publication data to the web site.
- Adaptations necessary to use the web site as an internal as well as external communications tool.
- Any other items that the CONTRACTOR's experience indicates are beneficial.

## **TASK 3: REVIEW POTENTIAL HARDWARE AND SOFTWARE SOLUTIONS**

*The CONTRACTOR will:*

- Review the new generation of web design applications and those that MAG is now using as to their ease of use, capabilities, and options in regards to implementing the new features mentioned.
- Evaluate each program's ease of use for maintaining and updating the site with in-house staff. The system should allow updates with little programming/scripting knowledge.

- Review specialized software for tasks such as on-line credit card acceptance, a search engine, bulletin board system, database recording such as questionnaires and forms, and on-line calendar and scheduling.
- Include both server side, and client software solutions, including advantages and disadvantages of each, taking into account that currently our site is hosted off-site.
- Describe ability to do custom programming and scripting requirements including such things as page counters, interactive elements (i.e. pull-down menus, forms, links to database, etc.) Evaluate the best uses for CGI scripting, JAVA, HTML, Shockwave. etc.
- Summarize the pros and cons of the software reviewed.
- Investigate the additional hardware, server, and network requirements for running the software evaluated.
- Investigate the hardware and software requirements for setting up the MAG in-house web server.
- Evaluate any other hardware and/or software required to meet the needs identified in Task 2.
- Provide documentation detailing the results of the evaluation of software and hardware options available.

#### **TASK 4: MAKE RECOMMENDATIONS FOR IMPROVEMENT**

*The CONTRACTOR will:*

- Describe specific web site improvements, and method of implementation.
- Recommend improvements to meet the needs assessment completed in Task 2.
- Recommend marketing methods and procedures to increase site visits and usage.
- Provide recommendations on implementing organization-wide web policies including how, when and where information is posted to the web site. Include interaction and responsibilities of staff, web designer, systems administrator, and management.
- Provide suggestions for using the web as an internal communication tool, such as an intranet, that provides posting/downloading information and project management, and is separate from the “public” web presence. Give suggestions on how information on our web site can be better used/accessed by staff, and describe the required training
- Provide recommendations as to how MAG could provide web hosting services for some smaller member agencies.
- Provide recommendations as to how MAG could sell various publications and other products through the web site.
- Include software recommendations with justification, purpose and training requirements.
- Include hardware recommendations including web server enhancements with justification, purpose and training requirements.
- Include costs associated with each suggested improvement.
- Provide a Web Site Improvement Recommendation Report presenting recommendations. This document should be considered an implementation plan and should include information on architecture, content, design, etc.
- Develop a time-line and schedule for implementing planned improvements and updates.

#### **TASK 4B: ENHANCE AND EXPAND THE INTERACTIVE MAPPING PORTION OF THE MAG WEB SITE**

*The CONTRACTOR will:*

- Use ESRI’s ArcIMS software to enhance and expand MAG’s current interactive mapping site to include more data, functionality and features.

*In particular the CONTRACTOR will consider:*

- Adding a more expansive set of MAG’s GIS data to the site.
- Providing the ability to summarize data for user-specified areas.

- Providing the ability to perform simple calculations on-the-fly, such as population or employment densities or change in population or employment.
- Providing the ability to search for features that match user-defined criteria.
- Adding address-matching functionality.
- Providing the capability to accept orders for digital data on-line.
- Creating separate sites for novice versus advanced users.
- Adding a help feature.
- Ability to expand functionality and recommendations on optimum design for future flexibility.
- Providing a data entry tool for GIS selected project locations or areas.
- Provide a Web Site Improvement Recommendation Report presenting recommendations. This document should be considered an implementation plan and should include information on architecture, content, design, etc.
- Develop a time-line and schedule for implementing planned improvements and updates.

For examples of the type of functionality MAG wishes to add, see the San Diego Association of Governments mapping site (<http://cart.sandag.cog.ca.us/demog>) or the Pima Association of Governments mapping site (<http://www.pagnet.org/website/pagrdc>).

#### **TASK 5: UPDATE THE MAG WEB SITE**

*The CONTRACTOR will:*

- Update the MAG web site by implementing the agreed upon recommendations as described in Task 4 and approved by MAG. This will include creating the web pages including writing and/or converting text, as well as creating appropriate graphic elements. This may also include interactive elements, specialized software, coding, and/or scripting.
- Describe how to incorporate information from remote sites hosted on other web servers, into our web design and presence. Examples include external city web sites, community forums, and data from the Arizona Department of Transportation.
- Provide assistance to establish an internal web server.
- With guidance from MAG staff, determine the best combination for implementing the updates including the resources of the CONTRACTOR, other outside assistance, and in-house MAG staff.
- Train MAG staff on enhancements and maintenance techniques in order to ensure updates may be done internally.
- Provide MAG staff the ability to provide web hosting services for selected MAG member agencies.
- Provide full documentation and training materials.

#### **TASK 6: ESTABLISH PROCEDURES FOR ONGOING MAINTENANCE**

*The CONTRACTOR will:*

- Help establish and implement organization-wide web policies including how, when and where information is posted and maintained on the web site.
- Recommend how the web site could be maintained and updated in-house on a continuous basis without a great deal of highly technical knowledge.
- Provide support as web site is maintained during the update and transition to project completion.
- Include information on evaluating future proposed enhancements with minimal site disruption.
- Provide a written Procedure Manual for ongoing maintenance.
- Identify and include any other areas requiring ongoing user intervention in the Procedure Manual.



## DELIVERABLES

The products of this project are listed below. Each working paper should present information in a succinct manner with extensive use of tables, matrices and drawings. The working papers will be included in the final overall product documentation. An administrative draft of each working paper will be submitted in both electronic and hard copy format to the MAG project manager for review. Comments from the MAG project manager will be incorporated before the document is considered accepted and final. MAG must accept each working paper before the next task precedes. CONTRACTOR will contact MAG to determine acceptable electronic formats for work products.

- Working Paper 1: Site Review Document including appendices covering the Americans with Disabilities Act requirements and analysis of the MAG web site audience. (One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- Working Paper 2: Needs Assessment Report (One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- Working Paper 3: Survey of Available Hardware and Software Solutions (One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- Working Paper 4: Web Site Recommendation and Implementation Plan (One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- Updated MAG web site meeting the specifications agreed to in Working Paper 4.
- Functional and enhanced mapping site meeting the specifications agreed to in Working Paper 4.
- Installation and set up of necessary hardware and software to host the website on an internal web server. (Hardware and Software to be purchased by MAG.)
- Full documentation and training materials for the completed web site incorporating the first four working papers.(One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- Procedure Manual for ongoing maintenance (One initial administrative draft in electronic and hard copy for MAG review; and one electronic and 5 hard copies of revised working paper)
- A document detailing additional support options including costs for each service described

## **STATEMENT OF QUALIFICATIONS REQUIREMENTS**

### **Project Cost and Schedule**

The estimated time frame for this project is 12 months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed to between MAG and the CONTRACTOR(s). Upon selection of a CONTRACTOR(S) based on qualifications, MAG will negotiate a fee for the services provided.

### **Statement of Qualifications Delivery**

1. Ten (10) copies of the Statement of Qualifications must be submitted by 12:00 p.m. (Mountain Standard Time) on Thursday, November 16, 2000.

Maricopa Association of Governments  
Attention: Gordon Tyus  
302 North 1<sup>st</sup> Avenue, Third Floor  
Phoenix, Arizona 85003

Timely receipt of the Statement of Qualifications will be determined by the date and time they are received at the above address. Hand delivery is therefore encouraged.

The Statement of Qualifications will be opened publicly and the name of each respondent submitting will be read at 2:00 p.m. on Thursday, November 16, 2000 at the MAG Offices, Suite 200, Palo Verde Room, 302 North 1<sup>st</sup> Avenue, Phoenix, Arizona 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned.

2. Any questions regarding this Request for Qualifications should be directed to the MAG Project Manager, Gordon Tyus, at MAG, 302 North 1<sup>st</sup> Avenue, Suite 300, Phoenix, Arizona 85003. Mr. Tyus may be contacted by telephone, at (602) 254-6300; by fax, at (602) 254-6490; or by email, at [gtyus@mag.maricopa.gov](mailto:gtyus@mag.maricopa.gov). Additional information regarding MAG activities, including Committee meeting schedules, may be found on the web site (<http://www.mag.maricopa.gov>).
3. A conference for firms wishing to submit an RFQ for the project has been scheduled for Friday, October 27, 2000 at the MAG Office, Suite 200, Palo Verde Room, 302 North 1<sup>st</sup> Avenue, Phoenix, Arizona.

## REQUEST FOR QUALIFICATIONS CONTENT

It is required that the Request for Qualifications:

1. Be limited to a maximum length of twenty (20) pages, including a cover letter, résumés, and any appendices.
2. Be prefaced by a brief statement outlining the Respondent's approach to completing the work required by this solicitation. This statement shall illustrate the proposer's overall understanding of the project.
3. Contain an explanation of how the Respondent will carry out the objectives of the project.
4. Contain references to URLs of Websites designed by the Respondent.
4. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
5. Contain a staffing plan for the project that includes the:
  - a. Hours required by task
  - b. Percent effort (time) of each team member for the contract period.
  - c. The role and level of MAG technical staff support, if any.
6. The Disadvantaged Business Enterprise (DBE) participation goal for this project is 11 percent. DBEs proposed are required to be certified by ADOT or the City of Phoenix. Each RFQ shall include the following information to meet the DBE requirements:
  - a. The dollar amount of the participation of each DBE firm participating; or
  - b. If the 11 percent goal is not met, evidence of good faith efforts to meet the goal.
7. Include a résumé which focuses upon your experience in this type of project.
8. Each individual submitting a proposal is required to certify that he/she will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.
9. Include proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
  - a. Date of project.
  - b. Name and address of client organization.
  - c. Name and telephone number of individual in the client organization who is familiar with the project.

- d. Short description of project.
  - e. Respondent's team members involved and their roles.
11. All individuals submitting statements of qualifications will be required to include a "*Proposer's Registration Form*" (See Appendix C) along with the statement. In addition, a "*Proposer's Registration Form*" is required to be included for each subcontractor proposed for this project.
12. Each firm shall document within its Statement of Qualifications any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a Respondent from consideration. A potential conflict of interest includes, but is not limited to:
- a. Accepting an assignment where duty to the client would conflict with the Respondent's personal interest, or interest of another client.
  - b. Performing work for a client or having an interest which conflicts with this contract.
  - c. Being employed by MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

## STATEMENT OF QUALIFICATIONS EVALUATION PROCESS

1. All Statements of Qualifications will be evaluated by an evaluation group. Evaluation criteria include the following:
  - a. Experience of the firm(s) in web design and enhancements (25%).
  - b. Proven track record in this area of specialization. References to URLs of websites designed will be crucial (25%).
  - c. Approach to meeting the objectives of the project (25%).
  - d. Availability of personnel throughout the project effort (5%).
  - e. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products, and insure quality control (10%).
  - f. Recognition of work priorities and flexibility to deal with change and contingencies (10%).
2. On the basis of the above evaluation criteria, selected Respondents submitting Statements of Qualifications may be interviewed prior to the selection of a CONTRACTOR(S). Interviews, if necessary, will be conducted the afternoon of Wednesday, December 6, 2000 at the MAG Offices. It is highly recommended that the Project Manager be in attendance at the interview. The Maricopa Association of Governments may conduct discussions with Respondent's determined to be reasonably susceptible of being selected for award.

The Maricopa Association of Governments reserves the right to:

  - a. Cancel this solicitation.
  - b. Reject any and all Statements of Qualifications and re-advertise.
  - c. Select the Firm that, in its judgment, will best meet its needs.
  - d. Negotiate a contract that covers selected parts of the requested services, or a contract that will be interrupted for a period or terminated for lack of funds.
3. If MAG and the most qualified Respondent fail to agree during contract negotiations, negotiations with the next most qualified Respondent will be conducted until a contract award can be made to a qualified respondent.

## **ADMINISTRATIVE REQUIREMENTS**

1. This Request for Qualifications is for a cost-reimbursement plus fixed fee contract.
2. During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until the all services are provided.. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month.
3. MAG shall retain ten percent (10%) of the contract amount, withheld from each invoice, as final payment until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the CONSULTANT'S records may be required.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Comprehensive General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
  - a. Accepting an assignment where duty to the client would conflict with the CONSULTANT' S personal interest, or interest of another client.

- b. Performing work for a client or having an interest which conflicts with this contract.
- c. Having personnel who were employed by MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

- 8. The firm that is selected will be required to comply with the MAG Disadvantaged Business Enterprise (DBE) Program requirements. The annual overall DBE goal is 11 percent. A complete copy of MAG's DBE Program is available on the MAG website at [www.mag.maricopa.gov](http://www.mag.maricopa.gov).

## **APPENDIX A**

### **ARIZONA ADMINISTRATIVE CODE R4-30-301**



## ARTICLE 3. REGULATORY PROVISION

## R4-30-301. Rules of professional conduct:

- A. All registrants shall comply substantially with the following standards of professional conduct:
1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
  2. A registrant shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
  3. A registrant shall not knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
  4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
  5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
  6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
  7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
  8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.
  9. A registrant shall not accept compensation for services related to the same project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.
  10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:

- a. He is qualified by education, technical knowledge, or experience to perform such work, and
- b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

- 11. Except as otherwise provided by law, code, ordinance, or regulation, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
- 12. A registrant shall make full disclosure to all parties concerning:
  - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
  - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
- 13. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties.

8/31/83 Supp. 834